

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 51-7-038 2. Position Number: 913-399-3175-035 3. Date of Posting: September 28, 2006
4. Classification: Transportation Engineering Technician 5. Salary Range: Range B \$3048-\$3703/Range C \$3665-\$4453
5. Pay Differentials That Apply To Position: N/A
7. Working Hours Of Position: 08:00 am – 05:00 pm
8. District/Division: 51/Traffic Operations Section: Transportation Permits - North Geographic Location: Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>

B. Technical & Professional Skills & Abilities:

The ability to analyze application to determine if the load and/or vehicle are correctly described and that the applicant is eligible for a permit. Analyze the ability of the hauling vehicle combination to accommodate the load, check the allowable loading, and determine the permit weight classification. Must research proposed route to ensure that it can accommodate the extra-legal features of the load. Must coordinate the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary. Record the approved route and pilot car requirements on the permit document, provide input for database correction and update, place name or signature on the permit as authorized state representative, and distribute it to the permittee. Facilitate the safe movement of oversize/overweight vehicles by showing Construction/Maintenance closures and restrictions in the Route Clearing Database (RCD). Enter weekly Road Closures from the road closure report into RCD. Must be able to pay attention to detail and understand the responsibility for the safety implications of permits issued for the transportation infrastructure, the hauler and the traveling public. Must be able to communicate with others. Review and set up detours for restrictions and closures. Assist applicants and Permit Services companies in determining alternate routing or proposed routing of future moves. Confers with the California Highway Patrol and local law enforcement in the interpretation of the Permit Conditions, or the weight of various pieces of construction equipment. Answer questions from the public regarding permit policies and other questions. Greet walk-in customers and offer help to them as necessary. Occasionally, make field trips for Permits business.

C. License and/or Certification Requirements: Valid Driver's License

D. Physical Abilities to Perform Essential Functions:

Physical requirements are those associated by a general office environment and workstation. Mental and emotional requirement should include the ability to remain composed under stressful situation either over the phone or in person. Must act in a professional and ethical manner to unusual and stressful situations. Responsible for determining and checking routes for the safe movement of permit loads on State highways.

E. Other Departmental Requirements: Ability to apply and follow Deputy Directives/Directives ;

F. Consequences of Error:

All permit loads are routed according to their oversize features (height, width, length, and weight). The structural integrity of the State Highway System and the safety of the traveling public can be adversely impacted by the misrouting of extralegal loads. Improperly routed loads may strike bridges and other fixed objects, causing damage to the facilities and/or the load and possibly resulting in freeway closure, traffic congestion, and public inconvenience. Misrouting an overweight load over a weak structure can greatly reduce the life of the structure, ultimately leading to bridge failure. Of course, any collision or bridge failure can result in injuries or loss of life, and expose the Department to lawsuits.

G. Duty Statement/Description of Duties: N/A

10. Final Date and Time for Receiving Bid: October 11, 2006

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Gwendolyn Temple

Address: 1120 N Street, MS-36

Telephone Number: (916) 654-7361

FAX Number: (916) 654-4463

E-mail Address: Gwendolyn_Temple@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: N/A To: N/A
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): October 25, 2006
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

Revised 1/10/05